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IDENTIFIERS Elementary Secondary Education Act Title V; ESEA Title V

ABSTRACT

This State Education Agency (SEA) Process Model Instrument for ESEA Title I is one of the products developed and validated by the SEA (State Educational Agencies) Management of Compensatory Education, a multistate project funded through ESEA Title V-505. Representatives from each State Educational Agency, their selected Local Education Agencies, the U.S. Office of Education, and Communication Technology Corporation of Marlton, New Jersey formulated this instrument as a supporting device to the State Education Agency (SEA) Self Analysis Instrument, said to have been designed for self-analyzing the effectiveness of the administration of an ESEA Title I program in a State Education Agency. This SEA Process Model is said to support the self-evaluation instrument by identifying 'key' processes or activities that must be accomplished if improvements are desired any by providing the opportunity to plan, assign responsibility, and monitor the processes of activities associated with each criterion statement. The instrument is structured around 12 sections whose use is explained. They are: Criterion Statement, Criterion Coordinator, Type Use Program, Section, Criterion Number, Page Number, Approved By, Date, Major Process Activities, Responsibility (Person or Unit), and Plan by Month. Although said to have been designed as a supportive device, the instrument is claimed to be able to stand alone to serve as a viable planning document for an education agency. (Author/AM)

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SEA MANAGEMENT OF COMPENSATORY EDUCATION

Special Project Grant Under Section 505, Title V
of the Elementary and Secondary Education Act of 1965
P.L. 89-10 as Amended

STATE EDUCATION AGENCY PROCESS MODEL FOR ESEA TITLE I

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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INTRODUCTION

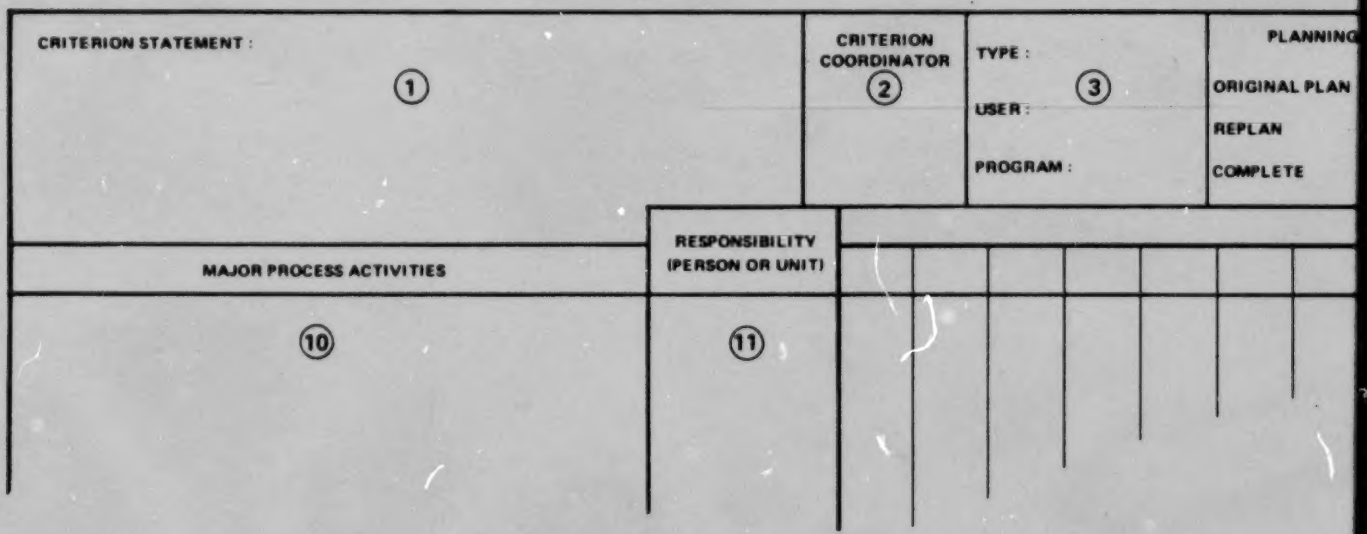
SEA Management of Compensatory Education is a multi-state project funded through a grant under Section 505, Title V of the Elementary and Se a three year period, enabled representatives from the states of Alabama, Arkansas, California, Colorado, Minnesota, New Jersey and North Carolina

Representatives from each State Education Agency, their selected Local Education Agencies, the U S. Office of Education and the Communicatio for improving the effectiveness of the administration of an ESEA Title I Program in an Education Agency.

Basically, the Process Model serves to identify the "key" processes or activities that must be accomplished if improvement is desired as a result of s assign responsibility and monitor the processes or activities associated with each criterion statement.

While the Process Model has been designed as a supporting instrument to the Self-Analysis Instrument, it can stand alone as a viable planning docu

PROCESS MODEL STRUCTURE AND USE



1. CRITERION STATEMENT

The criterion statement is a direct reference from the Self-Analysis Instrument.

When applicable, necessary resources are identified as constraints, products, etc. that should be available before the process activities can be reviewed, developed, expanded into greater detail, etc. If additional resources are identified/required, simply add them to the list. Conversely, if the identified resources are not applicable, they should be deleted from the list.

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INTRODUCTION

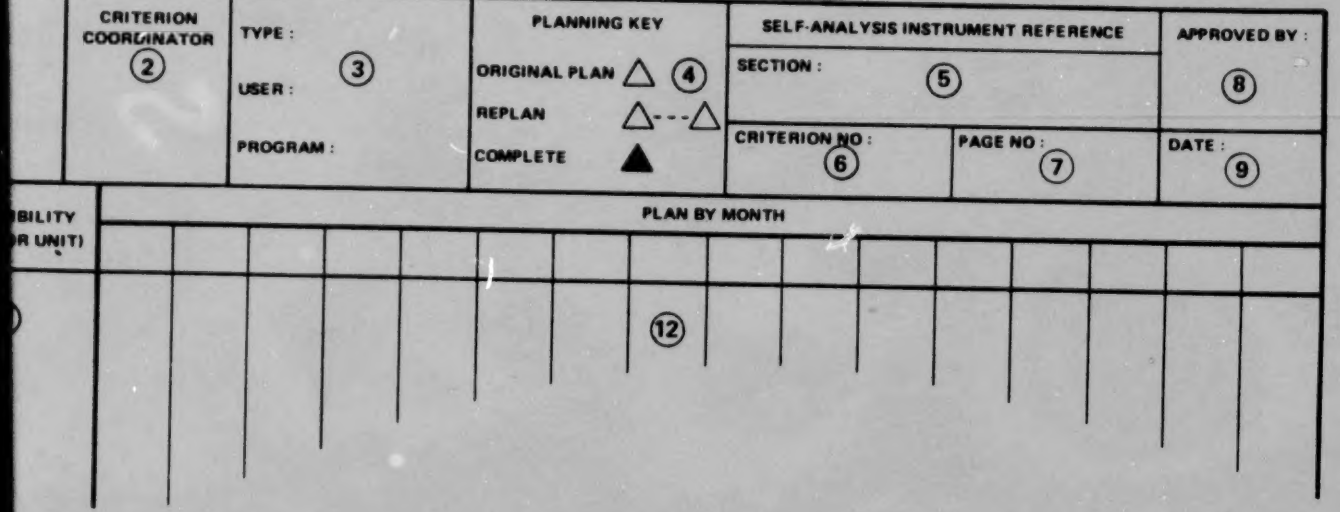
ugh a grant under Section 505, Title V of the Elementary and Secondary Act of 1965, as amended. This grant, beginning in 1972 and spanning California, Colorado, Minnesota, New Jersey and North Carolina to cooperatively develop and validate the enclosed Process Model.

n Agencies, the U. S. Office of Education and the Communication Technology Corporation of Marlton, New Jersey formulated this instrument n an Education Agency.

t must be accomplished if improvement is desired as a result of self-analysis. In addition to identification, it provides the opportunity to plan, iterion statement.

Analysis Instrument, it can stand alone as a viable planning document for an Education Agency.

PROCESS MODEL STRUCTURE AND USE



2. CRITERION COORDINATOR

Insert the name of the staff member who is assigned overall responsibility for the criterion and its associated process activities.

3. TYPE USER PROGRAM

Type – identifies the instrument title.

User – identifies the agency for whom the instrument is intended.

Program – identifies the Federal Program applicable to this Process Model.

4. PLANNING KEY

Symbol	Explanation
△ = Original Plan	This symbol (△) is used to document the "planned" completion date of each process activity. This symbol should not be removed for any reason. Removing or relocating this symbol would mask historical data that is necessary for planning future Title I management activities.
▲ = Complete	This symbol (▲) is used to document the completion of a process activity.
△---△ = Replan	This symbol (△---△) is used to document the rescheduling of the Original Plan (△) of a particular process activity. This symbol (△---△) should be used as soon as the responsible staff member/unit knows that the task cannot be completed as originally planned.

Example Of Planning Key Uses

Example 1 – Original Plan

△

Example 2 – Task Completed as originally planned

▲

Example 3 – Original Plan Replan of Original Plan

△---------△

Example 4 – Original Plan Completion of Replan

△---------▲

Example 5 – Original Plan First Replan Second Replan

△---------△---------△

Example 6 – Original Plan First Replan Completion of Second Replan

△---------△---------▲

Example 7 – Original Plan First Replan Completion prior to Second Replan Second Replan

△---------△---------▲---------△

5. SECTION

Identification of the section of the Self-Analysis Instrument where the criterion statement is located.

6. CRITERION NO.

Number reference of the criterion statement in the Self-Analysis Instrument.

7. PAGE NO.

Number reference of the page where the criterion statement is located in the Self-Analysis Instrument.

8. APPROVED BY

Signature of the designated staff person responsible for approving the plan associated with this particular criterion statement.

9. DATE

Insert calendar date when the original plan is approved.

10. MAJOR PROCESS ACTIVITIES

Major process activities for each criterion statement have been identified to stimulate planning. For the most part, the process activities included are global in nature so the model can be utilized by all agencies, large and small. No attempt was made to include process activities which were not involved with or directly associated with a management outcome or product.

When necessary, further detail of process activities should be specified by those individuals working in the day-to-day administrative environment who have particular knowledge of the agencies needs and resources.

11. RESPONSIBILITY (PERSON OR UNIT)

Insert name of person or organizational unit assigned the responsibility of completing specific process activities.

12. PLAN BY MONTH

Insert applicable months for purpose of planning the process activities.

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLAN
The State Education Agency assesses organizational needs.		USER : State Education Agency	ORIGINAL P
Resources: SEA schedule/procedures/report format for assessing organizational needs		PROGRAM : ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review organizational assessment requirements established by SEA								
2. Conduct organizational needs assessment								
3. Review results with staff								
4. Submit organizational needs plan to SEA								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 1 PAGE NO : 1	APPROVED BY : DATE :

LITY (UNIT)	PLAN BY MONTH															

8

CRITERION STATEMENT :

The State Education Agency demonstrates commitment to its Title I Organization and its mission of stewardship and leadership.

Resources: Existing organization chart, procedures for special purpose task forces, Title I objectives

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Develop Title I Organization Chart							
2. Review and suggest revisions in policies and procedures for special prupose task forces							
3. Prepare Title I budget requirements							
4. Submit items 1, 2 and 3 to SEA for approval and adoption							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 2 PAGE NO : 1	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The State Education Agency establishes clearly stated organizational objectives for its Title I Organization.

Resources: SEA Organizational Plan, Title I Program Design

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Prepare draft of Title I organizational objectives							
2. Review with SEA							
3. Adopt Title I organizational objectives							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 3 PAGE NO : 1	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The State Education Agency approves the hiring of sufficient staff to meet the organizational objectives established for its Title I Organization.

Resources: Organizational needs, objectives and budget

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Determine Title I Organization staffing requirements	
2. Prepare staffing requirement plan with appropriate justifications	
3. Submit staffing requirement plan to the State Education Agency	

	CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 4 PAGE NO : 1	APPROVED BY : DATE :

ILITY UNIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The State Education Agency provides facilities for the effective operation of its Title I Program staff.

Resources: Organization plan and budget

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Determine facility requirements for Title I Program staff								
2. Prepare facility requirements plan								
3. Submit facility requirements plan to SEA								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 5 PAGE NO : 2	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The State Education Agency has an inter-departmental staff assignment plan to support the activities of its Title I Organization.

Resources: Title I organizational need, objectives and staffing requirements

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Identify need for special purpose staffing patterns in support of Title I Organization activities	
2. Prepare staffing request	
3. Submit staffing request for inclusion in the State Education Agency inter-departmental staff assignment plan	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 6 PAGE NO : 2	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization provides for meeting with statewide parent representatives to participate in planning for development, implementation, and evaluation of Title I Programs.

Resources: Title I Application forms and instructions, State Title I Program Design, State Title I Evaluation and Dissemination Design.

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Prepare draft objectives for Title I statewide parent organization	
2. Identify parent representatives	
3. Finalize objectives for Title I statewide parent organization	
4. Schedule statewide parent meetings	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 7 PAGE NO : 2	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has current job descriptions for each staff position which are available upon request.

Resources: Staffing requirements

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Determine functions and responsibilities that must be implemented								
2. Assign functions and responsibilities to staff positions								
3. Prepare job descriptions denoting functions and responsibilities								
4. Secure SEA approval of job descriptions								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 8 PAGE NO : 2	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has current specific qualifications required for each staff position.

Resources: Job descriptions

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review job descriptions and determine specific qualifications for each staff position							
2. Prepare specific qualifications for each staff position							
3. Secure SEA approval of qualifications							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 9 PAGE NO : 2	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has current goals and objectives documented for each staff position.

Resources: Job descriptions and specific qualifications, Title I Program priority goals and organizational needs and objectives plan

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Determine goals and objectives for each staff position							
2. Prepare goals and objectives for each staff position							
3. Review goals and objectives with Title I staff							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 10 PAGE NO : 2	APPROVED BY : DATE :

ITY (NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization employs staff based on applicant competency without discrimination to race, color, creed, national origin and sex.

Resources: Job descriptions, specific qualifications, staff evaluation procedures

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Establish an affirmative action program to guarantee employment and/or replacement of staff without regard to race, color, creed, national origin or sex							
2. Establish recruitment procedures including advertising, first contact, and position application procedures							
3. Establish applicant review and selection processes							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 11 PAGE NO : 3	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has a staff assignment plan.

Resources: Job descriptions, specific qualifications, organizational plan

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Prepare staff assignment plan for the administration of the Title I Program	
2. Review staff assignment plan with the Title I staff	
3. Implement staff assignment plan	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 12 PAGE NO : 3	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLANN
The SEA Title I Organization has policies and procedures for evaluating each staff person.		USER : State Education Agency	ORIGINAL PL
Resources: Job descriptions and staff assignment plan		PROGRAM : ESEA Title I	REPLAN
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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Prepare evaluation procedures for each staff position								
2. Review staff position evaluation procedures with Title I staff								
3. Schedule staff evaluations								
4. Evaluate staff								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 13 PAGE NO : 3	APPROVED BY : DATE :

TY (IT)	PLAN BY MONTH															

CRITERION STATEMENT :

State Education Agency Compensatory Education Program goals are coordinated with but not limited by state-wide educational goals and priorities for purposes of Title I program design criteria.

Resources: SEA priority goals, federal/state legislation, SEA Compensatory Education goals, current evaluation results, and statewide needs assessment data

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL P

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Review SEA Compensatory Education Program goals	
2. Review state-wide educational goals and priorities	
3. Perform comparative analysis	
4. Establish Title I program design criteria (standards)	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 1 PAGE NO : 4	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization with cooperation of LEAs develops procedures and guidelines for Statewide Title I Program Design.

Resources: SEA priority goals, federal/state legislation, SEA Compensatory Education goals, current evaluation results and statewide needs assessment data

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review resource documents including the procedures and guidelines for Program Design used the previous year, the state goals and the Title I objectives for new priorities and needed revisions								
2. Prepare procedures and guidelines for LEA program design								
3. Review with selected LEA Title I representatives								
4. Incorporate into LEA Title I Application form and instructions								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 2 PAGE NO : 4	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															

CRITERION STATEMENT:

The SEA Title I Organization develops the application format and content that complies with Federal/State regulations and guidelines including instructions for application completion.

Resources: Previous years' Title I Application form and instructions, SEA priority goals, current federal/state legislation and LEA Title I Program Design

CRITERION COORDINATOR

TYPE: Process Model

USER: State Education Agency

PROGRAM: ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review Federal/State regulations and guidelines							
2. Prepare draft Title I Application form and instructions							
3. Review with selected LEA Title I representatives and parents							
4. Finalize Title I application and guidelines							
5. Disseminate to LEA Title I Organizations and other applicable locations							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 3 PAGE NO : 4	APPROVED BY : DATE :

ITY UNIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The SEA Title I Organization has policies, procedures and schedules for the submission, review and approval of applications.

Resources: State statistics, e.g., number of districts, pupils, etc., SEA staff assignment plan and Manual of Approvability Criteria

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review changes in goals, staff and programs to determine implications they may have on review/approval of applications							
2. Prepare policies, procedures and schedules for the submission, review and approval of applications							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 4 PAGE NO : 5	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has a project review check list for processing and approving applications.

Resources: Title I policies, procedures and schedules for the submission, review and approval of applications

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Identify content of project review check list	
2. Develop and format project review check list	
3. Review with SEA staff	
4. Finalize project review check list	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 5 PAGE NO : 5	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has a manual of approvability criteria based on Federal/ State regulations and guidelines.

Resources: Federal/state regulations and guidelines, existing manuals (e.g., from other states, etc.)

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Prepare manual outline and content								
2. Review with selected LEA Title I representatives								
3. Review with appropriate USOE officials								
4. Finalize manual of approvability criteria								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 6 PAGE NO : 5	APPROVED BY : DATE :

Y (T)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has a management information and reporting system.

Resources: USOE/SEA statistical reporting requirements, USOE/SEA Title I data requirements, staff assignment plan.

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review specifications and content of existing SEA management information and reporting system								
2. Analyze USOE/SEA Title I data requirements								
3. Identify missing data items								
4. Prepare instruments and data collection procedures for missing data items								
5. Rework data processing and retrieval procedures								
6. Finalize management information and reporting system								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 1 PAGE NO : 6	APPROVED BY : DATE :

TY IT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization assesses Federal/State statistical reporting requirements.

Resources: Federal/State statistical reporting requirements

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify Federal/State statistical reporting requirements								
2. Determine current availability of statistical data								
3. Identify additional statistical data needs								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 2 PAGE NO : 6	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT:

The SEA Title I Organization has standardized LEA statistical reporting forms.

Resources: Federal/State statistical reporting requirements, previous years' statistical reporting forms

CRITERION COORDINATOR

TYPE: Process Model

USER: State Education Agency

PROGRAM: ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Determine current LEA Title I statistical reporting requirements								
2. Develop standardized statistical reporting forms								
3. Develop schedule for report submission								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 3 PAGE NO : 6	APPROVED BY : DATE :

TY IT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLA
The SEA Title I Organization has financial management procedures and guidelines for LEAs.		USER : State Education Agency	ORIGINAL
Resources: Federal/State financial and audit requirements		PROGRAM : ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review financial and audit requirements								
2. Prepare/organize financial guidelines and management procedures								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 4 / PAGE NO : 7	APPROVED BY : DATE :

PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has policies and objectives for on-site visits to LEAs.

Resources: Federal/State procedures for on-site visit (if existent), Title I Program and Organizational Objectives

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Develop on-site visit objectives							
2. Establish policies governing on-site visits							
3. Review objectives and policies							
4. Finalize objectives and policies							
5. Prepare orientation package							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 5 PAGE NO : 7	APPROVED BY : DATE :

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CRITERION STATEMENT:	CRITERION COORDINATOR	TYPE: Process Model	PLA
The SEA Title I Organization has procedures for monitoring LEA Title I programs.		USER: State Education Agency	ORIGINAL
Resources: Policies and objectives for on-site visits		PROGRAM: ESEA Title I	REPLAN
			COMPLETI

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review on-site visit policies and objectives							
2. Specify monitoring team personnel requirements and capabilities							
3. Prepare uniform monitoring procedures							
4. Review monitoring procedures with selected LEA representatives							
5. Finalize monitoring procedures and prepare orientation package							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 6 PAGE NO : 7	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The SEA Title I Organization has an LEA Title I monitoring visit check list for its staff.

Resources: SEA Title I procedures for monitoring, Title I Program Application and Instructions

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify monitoring visit check list content								
2. Format check list								
3. Review check list with selected LEA representatives								
4. Validate check list in selected LEA								
5. Finalize check list and print sufficient quantities								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 7 / PAGE NO : 7	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLA
The SEA Title I Organization has an LEA pre monitoring visit analysis instrument for LEA use.		USER : State Education Agency	ORIGINAL REPLAN
Resources: SEA Title I procedures for monitoring, Title I Program Applications and Instructions and monitoring visit check list		PROGRAM : ESEA Title I	COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify necessary data and supporting materials LEA must produce during monitoring visit								
2. Identify LEA personnel that must be available during monitoring visit								
3. Identify project components to be visited								
4. Prepare pre monitoring visit analysis instrument/instructions								
5. Review with selected LEA representatives								
6. Finalize instrument/instructions								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 8 PAGE NO : 8	APPROVED BY : DATE :

ITY UNIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLAN
The SEA Title I Organization has a schedule of monitoring visits to LEAs.		USER : State Education Agency	ORIGINAL P
Resources: SEA Title I staff assignment plan and SEA Title I monitoring procedures		PROGRAM : ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review vital Title I statistics, e.g., number of districts, travel logistics, etc., to determine staff requirements								
2. Prepare schedule								
3. Release schedule to LEAs								
4. Assign staff								

	CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 9 PAGE NO : 8	APPROVED BY : DATE :

ITY UNIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PL
The SEA Title I Organization has minimal guidelines including State Education Agency specifications for LEAs to use in contracting for professional services.		USER : State Education Agency	ORIGINA
Resources: State laws/specifications for contracting		PROGRAM : ESEA Title I	REPLAN
			COMPLET

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Review applicable laws to determine contracting scope and limitations	
2. Schedule and conduct review meetings with SEA legal and financial departments	
3. Prepare draft of LEA Title I contracting guidelines	
4. Review draft with representative LEAs	
5. Finalize contracting guidelines	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 10 PAGE NO : 8	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The SEA Title I Organization has procedures and guidelines to respond to complaints.

Resources: Existing SEA complaint procedures and guidelines

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Identify types of complaints and methods of receiving complaints from LEA personnel, Title I parent councils, community groups, etc.							
2. Prepare procedures, guidelines and forms for receiving and processing complaints							
3. Prepare orientation package							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 11 PAGE NO : 8	APPROVED BY : DATE :

LITY UNIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLA
The State Education Agency assesses its total evaluation needs.		USER : State Education Agency	ORIGINAL
Resources: USOE/SEA evaluation requirements, previous years' evaluation needs		PROGRAM : ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Review evaluation requirements established by USOE	
2. Review evaluation requirements established by the SEA	
3. Identify Title I evaluation needs	
4. Submit Title I evaluation needs to SEA	

	CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 1 PAGE NO : 9	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PI
The State Education Agency prepares a philosophy statement of scope, intent and direction of its total evaluation objectives.		USER : State Education Agency	ORIGIN
Resources: SEA evaluation needs assessment		PROGRAM : ESEA Title I	REPLAN
			COMPLE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Develop Title I evaluation objectives							
2. Confirm objectives with SEA philosophy statement							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 2 PAGE NO : 9	APPROVED BY : DATE :

LITY UNIT)	PLAN BY MONTH															

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CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLA
The State Education Agency interprets U. S. Office of Education evaluation requirements.		USER : State Education Agency	ORIGINAL
Resources: USOE evaluation requirements		PROGRAM : ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Interpret USOE evaluation requirements regarding Title I	
2. Review Title I interpretation with the SEA	

	CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 3 PAGE NO : 9	APPROVED BY : DATE :

LITY UNIT)	PLAN BY MONTH															

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CRITERION STATEMENT:	CRITERION COORDINATOR	TYPE: Process Model	PLA
The State Education Agency has a statewide evaluation plan.		USER: State Education Agency	ORIGINAL
Resources: USOE/SEA evaluation needs and requirements		PROGRAM: ESEA Title I	REPLAN
			COMPLETI

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review evaluation needs and requirements							
2. Prepare Title I Organization evaluation plan							
3. Submit Title I evaluation plan to SEA for inclusion in statewide plan							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 4 PAGE NO : 9	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The State Education Agency with cooperation of LEAs develops a standard process for evaluation of Compensatory Education Programs to reflect LEA Program achievements to indicate progress in attaining statewide Compensatory Education goals and objectives.

Resources: SEA Title I evaluation plan, USOE/SEA evaluation requirements

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review SEA standard process for evaluation of Compensatory Education Program								
2. Identify Title I evaluation interfaces with the standard process								
3. Formulate Title I program evaluation criteria (standards)								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 5 PAGE NO : 9	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PL
The SEA Title I Organization has a statewide Title I evaluation plan in accordance with Federal Title I requirements.		USER : State Education Agency	ORIGINA
Resources: USOE/SEA evaluation plan, previous years' SEA Title I evaluation plan		PROGRAM : ESEA Title I	REPLAN
			COMPLET

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Determine necessary modifications for existing statewide Title I evaluation plan							
2. Modify existing statewide Title I evaluation plan							
3. Review statewide Title I evaluation plan with selected LEA Title I representatives							
4. Finalize statewide Title I evaluation plan							
5. Prepare orientation package							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 6 PAGE NO : 9	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PL
The SEA Title I Organization's evaluation plan contains a formal schedule of evaluation activities.		USER : State Education Agency	ORIGINA
Resources: SEA Title I evaluation plan, SEA Title I Organization's staff assignment plan		PROGRAM : ESEA Title I	REPLAN
			COMPLE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Identify dates for submitting Title I evaluation data to USOE							
2. Identify dates for submitting Title I evaluation data to the SEA							
3. Assign dates to evaluation activities							
4. Finalize schedule and incorporate into SEA Title I evaluation plan							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 7 PAGE NO : 10	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The SEA Title I Organization has procedures (including instruments) for evaluating the effectiveness of its workshops/conferences.

Resources: Previous years' evaluation design for workshops/conferences, current year's workshops/conferences objectives and schedules

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Establish evaluation criteria							
2. Develop measurement instrument							
3. Prepare procedures for instrument use							
4. Review instrument and procedures with selected LEAs							
5. Finalize instrument and procedures							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 8 PAGE NO : 10	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has procedures (including instruments) for evaluating its activities in monitoring LEA programs.

Resources: Previous years' evaluation design for monitoring LEA programs, current year's monitoring objectives, processes and schedules

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Establish evaluation criteria								
2. Develop measurement instrument								
3. Prepare procedures for instrument use								
4. Review instrument and procedures with selected LEAs								
5. Finalize instrument and procedures								

	CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 9 PAGE NO : 10	APPROVED BY : DATE :

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CRITERION STATEMENT :

The SEA Title I Organization has procedures (including instruments) for evaluating its activities during LEA on-site visits.

Resources: Previous years' evaluation design for LEA on-site visits, current year's on-site visit objectives, processes and schedules

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Establish evaluation criteria								
2. Develop measurement instrument								
3. Prepare procedures for instrument use								
4. Review instrument and procedures with selected LEAs								
5. Finalize instrument and procedures								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 10 PAGE NO : 10	APPROVED BY : DATE :

TY IT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has procedures (including instruments) for evaluating its activities in providing technical assistance to LEAs.

Resources: Previous years' evaluation design for technical assistance to LEAs, current year's objectives, processes and schedules

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Establish evaluation criteria								
2. Develop measurement instrument								
3. Prepare procedures for instrument use								
4. Review instrument and procedures with selected LEAs								
5. Finalize instrument and procedures								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 11 PAGE NO : 10	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PL
The SEA Title I Organization has procedures (including instruments) for identifying and evaluating programs which may be exemplary.		USER : State Education Agency	ORIGINA
Resources: USOE criteria for identifying exemplary programs		PROGRAM : ESEA Title I	REPLAN
			COMPLET

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Develop specific criteria for identifying and evaluating programs which may be exemplary							
2. Develop procedures and instruments							
3. Review procedures and instruments with selected LEAs							
4. Field test procedures and instruments							
5. Finalize procedures and instruments							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 12 PAGE NO : 10	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization assesses its Title I dissemination needs.

Resources: USOE/SEA guidelines for dissemination, previous years' dissemination plan/ procedures, staff assignment plan

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review dissemination requirements established by USOE								
2. Review dissemination requirements established by the SEA								
3. Identify Title I dissemination needs								
4. Share results of Title I dissemination needs assessment with LEAs								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 1 PAGE NO : 11	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PL
The SEA Title I Organization has policies, procedures and plans for internal dissemination.		USER : State Education Agency	ORIGINA
Resources: Title I dissemination needs assessment, current SEA dissemination plan		PROGRAM : ESEA Title I	REPLAN
			COMPLE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Determine internal dissemination needs							
2. Prepare internal dissemination policies							
3. Prepare internal dissemination guidelines							
4. Prepare internal dissemination procedures							
5. Prepare specific internal dissemination plans							
6. Review with Title I staff							

	CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 2 PAGE NO : 11	APPROVED BY : DATE :

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CRITERION STATEMENT :

The SEA Title I Organization has policies, guidelines, procedures and plans for external dissemination.

Resources: Title I dissemination needs assessment, current SEA dissemination plan

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Determine external dissemination needs							
2. Prepare external dissemination policies							
3. Prepare external dissemination guidelines							
4. Prepare external dissemination procedures							
5. Prepare specific external dissemination plans							
6. Review with Title I staff							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 3 PAGE NO : 11	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization coordinates the Title I dissemination plan with the State plan for dissemination.

Resources: SEA plan for dissemination and Title I plan for dissemination

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Identify common interfaces between Title I and State plans for dissemination	
2. Cooperatively schedule use of dissemination resources (staff and equipment)	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 4 PAGE NO : 12	APPROVED BY : DATE :

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CRITERION STATEMENT :

The SEA Title I Organization's dissemination plan contains a formal schedule of dissemination activities.

Resources: Previous years' dissemination schedule, Title I dissemination plan, SEA dissemination plan

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify dissemination release dates for all Title I information								
2. Assign dates to all dissemination collection/preparation activities								
3. Finalize schedules and incorporate into SEA Title I dissemination plan								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 5 PAGE NO : 12	APPROVED BY : DATE :

TY IT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has guidelines for LEA Title I dissemination requirements and disseminates that information on a timely basis.

Resources: USOE/SEA guidelines for dissemination, previous years' LEA Title I dissemination requirements

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Determine necessary modifications for existing LEA Title I guidelines							
2. Modify existing guidelines for LEA Title I dissemination							
3. Review guidelines with selected LEA Title I representatives							
4. Finalize guidelines for LEA Title I dissemination requirements							
5. Disseminate guidelines on a timely basis							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 6 PAGE NO : 12	APPROVED BY : DATE :

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CRITERION STATEMENT :

The SEA Title I Organization has timely dissemination of Federal/State legislative requirements, guidelines, regulations, and information to the LEAs and other interested publics such as non-public school administrators, parents, etc.

Resources: Title I plan for dissemination including formal schedule of dissemination activities, federal/state legislative requirements, guidelines, regulations and information

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review documentation as available for applicability to audience								
2. Establish procedures for reproducing and disseminating materials								
3. Implement and monitor procedures								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 7 PAGE NO : 12	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization distributes a manual of approvability criteria to the LEAs.

Resources: Manual of approvability criteria

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Prepare list of recipients							
2. Finalize distribution method							
3. Prepare reproduction specification							
4. Reproduce manual							
5. Distribute manual							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 8 PAGE NO : 12	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization disseminates (prior to the on-site visit) its on-site visit policies, procedures and related forms.

Resources: Schedule of on-site visits, on-site visit policies, procedures and related forms, formal schedule of dissemination activities

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Finalize on-site visit listing	
2. Develop cover letter	
3. Prepare reproduction specifications	
4. Reproduce materials	
5. Disseminate on-site visit materials according to schedule	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 9 PAGE NO : 13	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization disseminates required management information and reporting forms to LEAs.

Resources: Management information and reporting forms, formal schedule of dissemination activities

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Develop cover letter								
2. Prepare reproduction specifications								
3. Reproduce forms								
4. Disseminate forms to LEAs								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 10 PAGE NO : 13	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLANN
The SEA Title I Organization disseminates evaluation information to LEAs concerning findings, recommendations, conclusions, etc.		USER : State Education Agency	ORIGINAL PL
Resources: SEA Title I evaluation report, formal schedule of dissemination activities		PROGRAM : ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Prepare list of recipients	
2. Finalize distribution method	
3. Develop cover letter	
4. Prepare reproduction specification	
5. Reproduce report	
6. Distribute report	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 11 PAGE NO : 13	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT:	CRITERION COORDINATOR	TYPE: Process Model	PLANN
The SEA Title I Organization shares its dissemination efforts and results with the U. S. Office of Education, the LEAs and other State Education Agencies.		USER: State Education Agency	ORIGINAL PL
Resources: SEA Title I dissemination plan		PROGRAM: ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Develop current awareness listing for sharing dissemination efforts and results								
2. Finalize distribution methods								
3. Specify and reproduce materials								
4. Distribute materials								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 12 PAGE NO : 13	APPROVED BY : DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The SEA Title I Organization has guidelines and procedures for inter-project visits between LEAs for the purpose of program improvement.

Resources: Sample(s) of existing guidelines and procedures

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

PLAN

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Develop guidelines and procedures	
2. Review guidelines and procedures with selected Title I LEAs	
3. Finalize guidelines and procedures	
4. Prepare orientation package	

ITERION RDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 13 PAGE NO : 13	APPROVED BY : DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The SEA Title I Organization periodically assesses its training needs.

Resources: Current USOE Regulations and Guidelines, staff evaluation reports, technical assistance and monitoring reports

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify changes and additions in regulations and guidelines								
2. Review staff evaluation results								
3. Review technical assistance and monitoring results								
4. Solocit additional training needs from staff								
5. Identify training needs (new and continuing)								
6. Prioritize training needs								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : SEA/LEA Training CRITERION NO : 1 PAGE NO : 14	APPROVED BY : DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The SEA Title I Organization provides materials for training its staff.

Resources: Title I Organization training needs assessment, existing training materials

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Evaluate existing SEA staff training materials for currentness and applicability							
2. Identify additional SEA staff training material requirements							
3. Revise and develop SEA staff training materials							
4. Reproduce and disseminate SEA staff training materials							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : SEA/LEA Training CRITERION NO : 2 / PAGE NO : 14	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLAN
The SEA Title I Organization provides materials for training LEA staff.		USER : State Education Agency	ORIGINAL F
Resources: Title I Organization training needs assessment, existing training materials		PROGRAM : ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Evaluate existing LEA staff training materials for currentness and applicability	
2. Identify additional LEA staff training material requirements	
3. Revise and develop LEA staff training materials	
4. Reproduce and disseminate LEA staff training materials	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : SEA/LEA Training CRITERION NO : 3 / PAGE NO : 15	APPROVED BY : DATE :

Y (T)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has Workshop or Conference policies, procedures and objectives.

Resources: Title I Organization training needs assessment, existing Workshop or Conference policies, procedures and objectives

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Evaluate existing policies, procedures and objectives for Workshops or Conferences							
2. Identify additional requirements							
3. Revise and develop policies for Workshops or Conferences							
4. Revise and develop procedures for Workshops or Conferences							
5. Revise and develop objectives for Workshops or Conferences							

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : SEA/LEA Training CRITERION NO : 4 PAGE NO : 15	APPROVED BY : DATE :

TY IT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization provides Workshops or Conferences and is responsible for scheduling and logistical arrangements.

Resources: Title I Organization training needs assessment, previous Workshops or Conference content, current policies, procedures and objectives

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL P

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Determine content, number, size, and locations for Workshops or Conferences								
2. Prepare schedule and logistical arrangements for each Workshop or Conference								
3. Review with SEA staff and selected LEA representatives								
4. Finalize schedule and logistical arrangements for each Workshop or Conference								
5. Incorporate into SEA Title I Organization's Plan for Dissemination								
6. Conduct Workshops or Conferences as scheduled								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : SEA/LEA Training CRITERION NO : 5 PAGE NO : 15	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLA
The SEA Title I Organization has a process for obtaining U. S. Office of Education technical assistance.		USER : State Education Agency	ORIGINAL
Resources: USOE/SEA technical assistance procedures		PROGRAM : ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify responsible USOE personnel by Title I area (i.e., evaluation, comparability, etc.)								
2. Document (on-going) name, phone, area of responsibility of USOE personnel and review with Title I staff								
3. Develop contact, follow-up letter files and dissemination procedures for technical assistance responses from USOE								
4. Incorporate into SEA Title I plan for dissemination								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 1 PAGE NO : 16	APPROVED BY : DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The SEA Title I Organization reviews its draft application form and instructions with the U. S. Office of Education for compliance.

Resources: Draft application and instructions, Title I regulations

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

PLAN

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review draft application and instructions with USOE representative for compliance								
2. Identify potential problems and suggested revisions								
3. Update application form and submit to USOE for acceptance								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 2 PAGE NO : 16	APPROVED BY : DATE :

TY IT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has procedures to respond to requests for technical assistance from LEAs.

Resources: Existing technical assistance procedures and reports from previous technical assistance activities.

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Evaluate existing technical assistance procedures								
2. Examine previous technical assistance activity reports								
3. Identify additional technical assistance procedure requirements								
4. Revise and develop technical assistance procedures								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 3 PAGE NO : 16	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															
31													132			

CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLA
The SEA Title I Organization has procedures to initiate technical assistance to LEAs.		USER : State Education Agency	ORIGINAL
Resources: Existing technical assistance procedures and reports from previous technical assistance activities		PROGRAM : ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Evaluate existing technical assistance procedures	
2. Examine previous technical assistance activity reports	
3. Identify additional technical assistance procedure requirements	
4. Revise and develop technical assistance procedures	

	CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 4 PAGE NO : 16	APPROVED BY : DATE :

LITY (UNIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization reviews the draft application form and instructions with representative LEAs.

Resources: Draft application form and instructions, Title I regulations

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL P

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Select LEA committee representatives to review draft application form and instructions								
2. Establish review procedures, date and meeting location								
3. Review draft application form and instructions for clarity, understanding and suggested revisions								
4. Finalize application form and instructions								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 5 PAGE NO : 16	APPROVED BY : DATE :

TY MIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization has technical assistance procedures and/or remedies for initially unapprovable LEA applications.

Resources: Manual of Approvability Criteria, staffing plan

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

PLA

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Review staffing plan and assign staff by area of responsibility (district, north, south, etc.)	
2. Prepare procedures for handling unapprovable applications. The procedures should include:	
a. check list showing deficiencies	
b. documentation of direction given to LEA	
c. schedule for resubmittal	
d. amount of staff involvement	
3. Review procedures with SEA Title I staff	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 6 PAGE NO : 17	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The SEA Title I Organization provides technical assistance to LEAs.

Resources: SEA technical assistance procedures, staff assignment plan

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL F

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Assign staff technical assistance responsibility areas								
2. Provide technical assistance as required								
3. Document technical assistance results to use for training new staff, maintaining consistent responses and assessing training needs								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 7 PAGE NO : 17	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															

CRITERION STATEMENT:

The State Education Agency exercises its capability to facilitate or influence future Compensatory Education legislation.

Resources: Federal/State Compensatory Education legislation

CRITERION COORDINATOR

TYPE: Process Model

USER: State Education Agency

PROGRAM: ESEA Title I

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review existing Compensatory Education legislation								
2. Identify strengths and weaknesses of Compensatory Education legislation								
3. Disseminate findings, evaluation results and concerns to the State Education Agency								
4. Prepare and submit suggestions for future Compensatory Education Legislation to the State Education Agency.								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Legislation CRITERION NO : 1 PAGE NO : 18	APPROVED BY : DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The State Education Agency assigns staff to research, maintain and coordinate with its Title I Organization current U. S. Office of Education regulations and guidelines.

Resources: Staff assignment plan, current U. S. Office of Education regulations and guidelines

CRITERION COORDINATOR

TYPE : Process Model

USER : State Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL P

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Assign Title I Organization staff to support State Education Agency effort								
2. Establish coordination process								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Legislation CRITERION NO : 2 PAGE NO : 18	APPROVED BY : DATE :

Y T)	PLAN BY MONTH															

CRITERION STATEMENT:

The SEA Title I Organization reviews and interprets Federal Laws, regulations and guidelines as they relate to or affect State legislation and Title I Program Design.

Resources: Federal laws, regulations, and guidelines, pending and existing state legislation, Title I program design

CRITERION COORDINATOR

TYPE: Process Model

USER: State Education Agency

PROGRAM: ESEA Title I

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ORIGINAL P

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Review federal laws, regulations, and guidelines to determine implications to State legislation and Title I program design	
2. Review federal laws, regulations, guidelines, state legislation and Title I program design with SEA staff in areas such as, but not limited to: a. legal services b. grants management c. other Compensatory Education Program Directors d. Parent Advisory Councils	
3. Interpret guidelines and develop a document of implications for statewide dissemination	
4. On-going review or interpretation of regulations and guidelines as they become available	

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Legislation CRITERION NO : 3 PAGE NO : 18	APPROVED BY : DATE :

TY IT)	PLAN BY MONTH															

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CRITERION STATEMENT:	CRITERION COORDINATOR	TYPE: Process Model	PLAN
The SEA Title I Organization reviews and interprets Federal regulations and guidelines in collaboration with U. S. Office of Education so that consistent interpretations are maintained.		USER: State Education Agency	ORIGINAL P
Resources: Staff assignment plan, Federal regulations and guidelines		PROGRAM: ESEA Title I	REPLAN
			COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review and interpret current modifications and additions to Federal regulations and guidelines								
2. Review Title I Organization interpretations with U. S. Office of Education for consistency								
3. Document interpretations for staff training and LEA dissemination								

CRITERION COORDINATOR	TYPE : Process Model USER : State Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Legislation CRITERION NO : 4 PAGE NO : 18	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															